



# MINNESOTA VALLEY EDUCATION DISTRICT

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*~ Preparing Learners for Life ~*

## **MVED Job Posting Work-Based Learning Coordinator**

Minnesota Valley Education District (MVED) is looking to hire a Work-Based Learning Coordinator to develop, implement, and oversee work-based learning opportunities that will prepare high school students who are receiving special education services for future career success. This role bridges the gap between the classroom and the local business community, ensuring students gain valuable job skills in a safe, structured, and legally compliant environment. See key responsibilities and qualifications below.

**Position Title:** Work-Based Learning Coordinator

**FTE:** 0.25

**Grades** 9-12

### **Key Responsibilities:**

#### **1. Instruction & Student Preparation**

- a. Teach critical employability skills, workplace etiquette, and career readiness concepts to students in grades 9-12.
- b. Guide students in exploring career pathways and preparing for successful transitions to the workforce.

#### **2. Program Coordination & Compliance**

- a. Coordinate and secure appropriate work placements and internships tailored to student interests and capabilities.
- b. Manage all required program paperwork, ensuring strict compliance with state and federal labor laws.
- c. Develop, execute, and maintain detailed student training plans and employment contracts.

#### **3. Employer Relations & Site Monitoring**

- a. Meet Regularly with local employers to evaluate student performance, gather feedback, and strengthen community partnerships.
- b. Conduct regular site visits to monitor students at their placement locations.
- c. Ensure student progress is tracked with learning objectives and maintain safe working conditions.

#### **4. Collaboration & Special Education Support**

- a. Participate actively in student Individualized Education Program (IEP) meetings to align work experiences with specialized learning goals.
- b. Collaborate with special education teachers, case manager, and counselors to provide necessary accommodations and support at job sites.

### **Qualifications:**

1. Valid 7-12 Special Education Teaching License with an endorsement in Work-Based Learning (or eligibility to obtain).
2. Strong organizational skills and experience managing detailed legal or educational compliance paperwork

3. Excellent communication and interpersonal skills to effectively engage with students, families, school staff, and local business owners.
4. Ability to travel locally to various student work sites during the school day.

**Application Process**

1. Cover letter
2. Resume
3. Three letters of recommendation
4. Completed Application (Application can be found by clicking [HERE](#))